

Minority and Women's Business Enterprises

Indiana State Contracting Opportunities

A guide to successful
participation in the process



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Goal Setting M/WBE Participation



Governor's Commission on Minority & Women's Business Enterprises sets Annual Goals

- Effective July 1, 2005
 - Construction: MBE 5% WBE 3%
 - Professional Services: MBE 5% WBE 5%
 - Supplies: MBE 8% WBE 11%
- State Agency Procurement
 - participation goal included in solicitations.



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Small Construction Projects: Less than \$75,000

- Decentralized - managed by state facility managers
- Three bids are required
- Solicitations to MBEs and WBEs encouraged
- Contact the state directly institutions and notify them of your interest



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Large Construction Projects: over \$75,000

- Centralized – managed by IDOA Division of Public Works
- Solicitations posted on the web
- Prequalification from Public Works required for both prime and sub bids over \$150,000
- Attend pre-bid meetings to introduce your firm to prime bidders – dates are on web



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Large Construction Projects: over \$75,000

- Prime provides potential subs with bid package that states their needs
- Potential subs respond by submitting price with a signature on the package
- Most times bids are awarded before subs are determined
- Review winning bidders proposals in Public Works
- Contact winning prime to offer your services



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Methods of Procurement

- Request for Quotation (RFQ)
- Invitation to Bid (BID)
- Quantity Purchase Agreement (QPA)
- Request for Service (RFS)
- Request for Proposal (RFP)



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Requests for Quotation

- For goods & general services
- Under \$2500.00
 - Bidders contacted by phone or in writing.
 - At least 3 Vendors must be contacted
- \$2500.00 - \$75,000.00
 - Agency determines need and writes specifications
 - Sends RFQ to at least 3 Vendors
 - Open for 7 days



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Invitation to Bid

- Greater than \$75,000.00
- Centralized through Indiana Department of Administration
- Advertised on web
- Must be open for 14 days
- Lowest bid wins



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Quantity Purchase Agreement

- Solicited through BID for straight forward items or RFP for more complex commodities
- Over \$50,000 commodity procurement
- Selected Vendor provides goods or services
- Stated unit price
- Specific time frame – usually a year



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Request for Service (RFS)



- Decentralized
- Professional Services Only
- Issued to specific firms pre-selected by the Agency
- Specifications Document Included
- Procurements greater than \$75,000



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Request for Proposal (RFP)



Centralized

Used for Goods, General Service or
Professional Service

Opportunity posted on the website and all
firms are invited to respond

For greater than \$75,000.00



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Buy Indiana

RFP Evaluation-100 pts

- 10 points = MBE participation
- 10 points = WBE participation
- 10 points = Indiana prime
- 15 points = IN Economic Impact
- 25 points = price
- 30 points = quality



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Procurement Definitions

- Prime Contractor - Company responsible for the entire contract
- Sub Contractor - Company entering into a contract with a prime contractor to furnish services or supplies toward the contract
- Direct – Paid directly by the State of Indiana
- Indirect – Paid directly by the Prime Contractor
- Sub-contractors can be utilized directly in the project or as a supplier to the project.



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Internet Resources

A Wealth of Information



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IDOA - Procurement Division - Microsoft Internet Explorer


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Address <http://www.in.gov/idoa/proc/index.html> Go Links

accessIndiana Agency Listing Policies Text Only Contact Webmaster Help Search IN.gov GO

STATE of INDIANA
Department of Administration
*"Dedicated to Quality Customer Support
for Agencies Serving our Citizens"*



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Organizational Structure
IDOA Services
Doing Business with the State
State Wide Information
accessIndiana

Procurement Division

The Procurement Division is responsible for setting policy and procedure for purchasing within the State.

- [Bidder Registration](#)
- [State Ethics Policies & Holiday Gifts](#)
- [Current Solicitation Opportunities & Pre-Project Informational Sessions](#)
- [Pre-RFP Information](#)

Start Calendar - Microso... IDOA - Procurem... Microsoft PowerPoi... Document1 - Micro... Internet 9:22 AM

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Bidder Registration and Benefits



- Receive solicitations from the State of Indiana Government
- Listing in the Buy Indiana Directory
- Receive a Registration Number/Bidder ID for Minority/Women/Disadvantaged Certification process
- Maintain your profile to ensure that your contact information and categories of goods and services are current.



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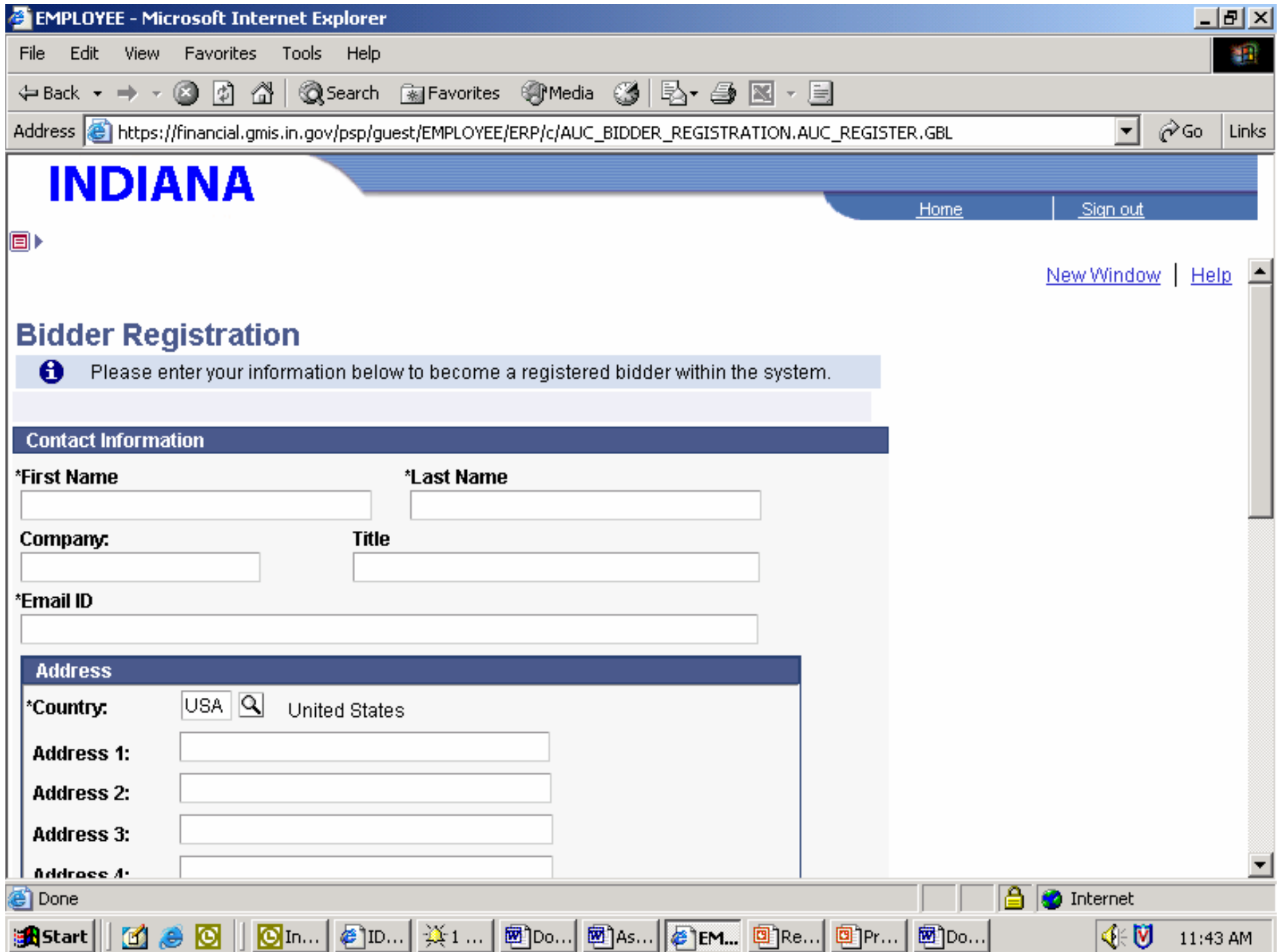
Bidder Registration Enrollment Process



- On-line Registration
 - www.buyindiana.in.gov
- Manual Registration
 - Contact Shirley Houston at 317-232-6870
- Problems or Concerns
 - Contact Shirley Houston at 317-232-6870



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Request for Proposal Process



- Pre-RFP Informational Session
 - Opportunity for Prime Contractors and Sub-Contractors to ask questions of the Agency with regard to the details of the proposed business need
 - Relationship building time – identify how you bring value to the bid and sell your niche – whether you will be a Prime Contractor or a Sub-Contractor
 - Attendee Contact information is available if you are unable to make a session – Contact the Procurement Contact for the Pre-RFP Session.
 - NEW! – pre-meeting introduction period



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Procurement - Solicitation Page - Microsoft Internet Explorer

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Address <http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl> Go Links

Solicitation Opportunities Page

This listing last updated Jun/17/2005.

Not all solicitations totaling less than or equal to \$25,000 are listed on this web site.

Click [here](#) to view Department of Administration Public Works Division (DAPW) projects currently bidding.

[State of Indiana Procurement Preferences](#)

Click [here](#) for help searching the index page for a keyword.

Fri, Jun 17 2005 - 11:44 AM EST

Procurement Method	Commodity/Service Description	Addendum	Date Entered	Open Date/Time	Buyer Name and Phone #
QPA	AUTOMOTIVE WIRE ASA6-6-5	1	6/1/2005	6/17/2005 3:00:00 PM	Cindi Atkinson
REP	Vaccines for Children (VFC) Program REP-5-88	0	5/12/2005	6/17/2005 3:00:00	James

Start In... ID... 1 ... Do... As... Pr... Re... Pr... Do... Internet 11:45 AM

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Request for Proposal Issued



- After the Pre-RFP Informational Session
 - Request for Proposal is issued
 - Available electronically on the Procurement Website
 - Details of agency specifications and requirements for completing the package are available under the RFP link.



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STATE OF INDIANA
REQUEST FOR PROPOSALS
5-38

INDIANA DEPARTMENT OF ADMINISTRATION

AND THE

INDIANA FAMILY AND SOCIAL SERVICES ADMINISTRATION/OFFICE OF MEDICAID POLICY AND PLANNING

Solicitation for:

Enrollment Broker Services

Proposal Due Date: July 29, 2005

CONTENTS OF RFP 5-38

RFP 5-38 consists of the following documents, which may be downloaded from this web site:

- [RFP-5-38](#)
- [Attachment A](#), This is one form: The Minority and Women's Business Enterprise (MWBE) Participation Plan form. A completed version of this document must be included with your response.
- [Attachment B](#), *Sample Contract*.
- [Attachment C](#), *Indiana Economic Impact Form*.
- [Attachment D](#), *Scope of Work*.
- [Attachment E](#), *Indiana Health Coverage Programs Overview*.
- [Attachment F](#), *Cost Proposal*.
- [Attachment G](#), *Corporate Qualifications Reference Questionnaire*.
- [Attachment H](#), *Hoosier Healthwise Mandatory RBMC Map*.
- Questions and Answers about the RFP. The inquiry period for this RFP closes **July 1, 2005**, at 3 p.m. Eastern Standard Time. When the questions and answers are posted, this will be an active link.

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Positioning for Success

- ✓ RESEARCHING
- ✓ QUESTIONING
- ✓ MARKETING



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Prime Contractor Responsibilities



- **MWBE Letter of Acknowledgement**
- **Minority Participation Plan**
 - Construction
 - MBE 5%
 - WBE 3%
 - Professional Services
 - MBE 5%
 - WBE 5%
 - Supplies
 - MBE 8%
 - WBE 11%



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Recommendation for Award

- Milestone Calendar
- Prime Contractor is notified and negotiations begin
- Prime Contractor receives awarded contract
- Public Inspection



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Monitoring Compliance

- Prime Contractors must honor participation plan or create another plan
- MWBED audits contracts
- Primes in non-compliance face sanctions
- Sanctions range from payment withholding to suspension or revocation of contractor's ability to perform on future state contracts



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Keys to Contracting Success

- Build Key Business Relationships
- Provide excellent product or service
- Offer competitive prices
- Market your business to key players in the State Procurement Process
 - State Purchasers
 - State Prime Contractors
- Visit the Procurement Solicitation page on a regular basis
- Designate resources to contract proposal preparation
- Actively participate in networking opportunities
 - Pre-RFP Sessions
 - Business Matchmaking



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Website Referrals

- www.in.gov/idoa/proc/
 - Procurement Website
- www.in.gov/idoa/proc/bidding
 - Bidder Registration Website
- www.idoa.in.gov/mwbe
 - Indiana State Office of Minority and Women's Business Enterprises
- www.buyindiana.in.gov
 - Bidder Registration, MWBE Directory, Current Solicitations
- www.in.gov/dot/business/contract/
 - Indiana Department of Transportation – Contractors Page



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Telephone Referrals

- **Bidder Registration**
 - Shirley Houston 317-232-6870
 - Amy Redding 317-234-0234
- **Minority and Women's Business Enterprises Division**
 - Main Number 317-232-3061
- **Indiana Department of Transportation – DBE Program**
 - George Roney 317-233-3563



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Steps to Obtaining Contracts

- Market your company to Prime Contractors
- Seek out Prime Solicitations on a regular basis
- Solicitations outline specific work required on the contract
- After reading the actual contract submit your sub-contract bid to the Prime Contractor



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Steps to Obtaining Contracts (cont.)

- When submitting sub-contracts – specify that if there are any changes – subcontractor reserves the right to change bid
- Don't turn your bid in too early
- Read and have both parties sign sub-contract agreements
- Primes are required to use DBE's listed on the submitted bid



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Good Luck!



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